

• Hollymead Board of Directors Meeting Minutes
For February 13th, 2017

Subject: Board of Directors Meeting
Date: January 9, 2017
Time: 7:00 p.m. – 9:00 p.m.
Location: Peace Lutheran Church
Presiding Officer: Paul Moruza
Recording Officer: Susan Miller
Quorum: Yes
Have these minutes been approved? No
Est. Membership in Attendance: 7
Guests: 0

Director / Manager	Present	Absent (Excused)	Absent (Unexcused)
Paul Moruza	x		
Tim Leroux		x	<input type="checkbox"/>
Robert Mullinax	x		<input type="checkbox"/>
David Pedrick	x		<input type="checkbox"/>
Dennis Collins	x		<input type="checkbox"/>
Greg Burroughs	x		<input type="checkbox"/>
Wes Kidd		x	<input type="checkbox"/>
Jeff Dixon	x		
Ryan Rakness	x		<input type="checkbox"/>
Susan Miller	x		<input type="checkbox"/>

Member Comments:

- Mary Kay Campbell: 1755 Sourwood informed the board that she recently had a shed approved to be installed on her lot by the ACC. A neighbor is really upset about the position of the shed because it blocks her view of the lake. Ms. Campbell is asking for permission from the board to relocate the shed next to her home. The board suggests resubmitting an application to have the ACC review the suggested move. The board also was concerned that moving the shed may impact drainage on her lot.
- Joy Pagnucco: 1056 Somer Chase informed the board with two comments: resident Hal Souder who lived on Sourwood Place has passed away. She also mentioned that the Somer Chase Board received a notice from VDot that informed that they will begin work on Ruebin Lane weather permitting. Access will be maintained at all times with flaggers
- Hasmukh Shah: Hollymead Square: No comments

DISCUSSIONS:

- **Activities Report:** Dennis informed the board that he spoke with Terry from Silver Thatch and she was pretty open to whatever the board wants to do. The board suggested quarterly community socials, Terry likes the idea. Dennis will schedule something mid to late February 2017. Robert informed the activities committee that they have a budget of \$1,514.00 for 2017
- **Arc Report:** Wes not in attendance will defer these through email:

- **Grounds Report:** D&D Lawn Care is now the Landscape Company through 2017. Susan informed the board that she received a new maintenance request from the owners at 1705 Goldtree Place. Requesting a tree that is on common ground is leaning above garage Paul will look at the tree and determine if on common and then have D&D Lawn provide an estimate to remove. Greg asked if Van Yahres has handled the stump grinding of the tree that was removed near 1750 Easy Lane. Susan reported that she contacted Sammy from Van Yahres on 12/13/2016 requesting the status and has not confirmed with Sammy if the work has been done yet. Greg also informed the board that he is happy to report that there is no geese and on Easy Lane. Jeff brought up that he is concerned about the 10ft radius of pond affects people who fish there. The board is still considering other options. Susan questioned the board about the tree that was cut down but not cleaned up at 1660 Goldentree Place. The board asked Susan to follow up on the clean up next month.
- **Legal Report:** Ryan informed the board that there is no update on lake lawsuit...looking for a decision maybe in February
- **Nominations:** No nominations
- **Pool Report:** Jeff informed the board that there is no movement on expansion joints or pool resurfacing work needed at the pool because of being busy with work and the pool contract stuff has had him preoccupied.
- **Strategic Planning** No update
- **Trash Report:** No update
- **President:** No update
- **VP:** No update
- **Treasurer:** Robert informed the board of the their reserve funds that need to be reallocated replacement cost in 2015 Net assest 4.4 mil... puts us at 88,000 a year. Needs attention. What do we do with the lake? The reserves allocated for the lake 117,000.00 to lake maintenance. That sounds like the largest amount of reserve. That is a separate reserve item, fence, pool, sidewalks, playground fence, entrance sign. Even if we remove the lake from the pic. We have improved on the contributions. Not to maxed out like we have not done in the. Fully funded reserves were be 180,000.00 per year... big issues paved path and pool items. Making progress.
- **Secretary:** Jeff informed the board that he did not have time last month to send out the mailchimp communication to the community. He will update this month on the playground, V-Dot work, Activities social parties at Silver Thatch.
- **Unfinished Business:**
- **New Business:**
- **Management Action Item Review**

Action Item: Susan will email Wes to expedite the review of application Mary Kay once she receives the new application.

Action Item: D & D New business: severe dip near playground on the side to the right fill in hole. Contact Greg if D&D needs better description

Action Item: Branches along Hollymead Drive get D&D to clean up and evaluate trees that are dropping the limbs.

Action Item: Contact D&D Lawn Care to take care of the stump grinding of the tree that was removed near 1750 Easy Lane.

Action Item: Follow up on the clean-up of the tree that was taken down at 1660 Goldrentree Pl. by February 13th.

Action Item: Website registration developer: Pool committee makes a motion to approve Developer registration pending an agreement that has the committee actively involved- David/ Greg

Action Item: Peace Lutheran Donation: The board made a motion to donate \$1200.00 for the use of the church space in 2016 and also to set up four checks a year—quarterly to donate for 2017.

MOTIONS:

Procedural Motion: David makes motion to approve the December 2016 meeting minutes. Greg seconds

7 in favor / 0 opposed / 0 abstentions. Motion Passed

Procedural Motion: David makes motion to approve the meeting Agenda. Greg seconds

7 in favor / 0 opposed / 0 abstentions. Motion

Passed

Procedural Motion: David makes motion to approve the pool registration website pending language is added to the proposal that includes the pool committee’s knowledge of any added upgrades that will cost the association

7 in favor / 0 opposed / 0 abstentions. Motion Passed

Procedural Motion: Paul makes motion to donate \$1,200.00 to Peace Lutheran Church for the use of meeting space for 2016 and to have Susan set up four quarterly payments that equal \$1,200.00 for 2017.

6 in favor / 0 opposed / 1 abstentions. Motion Passed

Procedural Motion: David makes motion to go into executive session. Greg seconds

7 in favor / 0 opposed / 0 abstentions. Motion Passed

Procedural Motion: David makes motion to adjourn meeting at 9:pm. Jeff seconds.

7 in favor / 0 opposed / 0 abstentions. Motion Passed

X

Paul Moruza

X

Tim Leroux

X

Robert Mullinax

X

Jeff Dixon

X

David Pedrick

X

Dennis Collins

X

Greg Burroughs

X

Wes Kidd

X

Ryan Rakness

• Hollymead Board of Directors Meeting Minutes
For March 13th, 2017

Subject: Board of Directors Meeting
Date: February 13th, 2017
Time: 7:00 p.m. – 9:00 p.m.
Location: Peace Lutheran Church
Presiding Officer: Paul Moruza
Recording Officer: Susan Miller
Quorum: Yes
Have these minutes been approved? No
Est. Membership in Attendance: 1
Guests: 0

Director / Manager	Present	Absent (Excused)	Absent (Unexcused)
Paul Moruza		x	
Robert Mullinax	x		<input type="checkbox"/>
David Pedrick	x		<input type="checkbox"/>
Dennis Collins	x		<input type="checkbox"/>
Greg Burroughs		x	<input type="checkbox"/>
Wes Kidd	x		<input type="checkbox"/>
Jeff Dixon	x		
Ryan Rakness	x		<input type="checkbox"/>
Susan Miller	x		<input type="checkbox"/>

Member Comments:

- Joy informed the board that the construction will start on S.Hollymead. S Hollymead will be closed tomorrow night 9pm -6am while they are doing the construction. Signs are posted.
- Joy also asked the board what was being done with the tree that was taken down on the corner of Hollymead / Goldentree tree down The board suggested this topic be added to new business for the meeting.
- Joy also informed the board that the geese are back by the Somer Chase pond.

DISCUSSIONS:

- **Architectural Committee Report:** 1755 Sourwood Application – Wes discussed the application with the board... Wes recommended the approval of this application from the board and instructed Susan to inform the homeowner of the approval.
- **Grounds Committee Report:** Susan informed the board of the dying Tulip Poplar on common ground by 1705 Goldtree Place. D&D evaluated the tree and determined that it was still pretty healthy and would not provide an estimate to remove. Susan received several other bids from the Van Yahres; Sparrows Trees Service and Cox’s Tree Service. She informed the board that since no members of the grounds committee is in attendance she will wait for the all estimates and discuss with the grounds committee via email to close out the action.
- **Legal Committee Report:** Ryan provided no update on legal.
- Nominations report: No update on nominations given by the board or committee.

- **Pool Committee Report:** David gave a report from the pool committee on refinishing the pool furniture: Criterion and Coastal are two companies who presented bids. David went through a thorough evaluation of the two estimates with the board. David requested approval from the board to spend up to \$10,500.00 to replace/restrap all chaise lounge and chairs, order 10 new chairs and order two new picnic tables. The umbrellas can be repaired however they will not know until Criterion picks up and reviewed them. Jeff gave a report from the pool committee on the resurfacing of the pool. The board received bids from Douglas Aquatics, Signature Pools, High Serial and Continental Pools. Jeff informed the board that the committee would like to pursue Signature Pools proposal because their price is the best and he suggested that the committee does not want to put all their eggs in one basket with one company. The pool committee is requesting \$56,479.00 to contract with Signature Pools for the resurfacing work for the pool. David also informed the board that the enhancements for the pool registration website that he has requested that the website designer revises the contract to include language under the liability section to include some responsibility in the event an issue that occurs is related to the building the website. Also, the committee asked Susan have the website designer add a line to list discounts. Susan took action to contact the website designer and make the necessary requests. David also informed the board that the Douglas Aquatics pool management contract for 2017 was modified and says it is ready to have the lawyer review it. David took action and informed management that he would send the final agreements with the edits to the lawyer.
- **Strategic Planning Committee:** David informed the board that the final proposal from Roger Robertson's Paving has been received and we are attempting to schedule a time that will work with Susan and Roger to walk through the path and determine the best way to communicate with the homeowners affected by the work.
- **Trash Committee:** Susan informed the board that she and Wes scheduled the Spring Bulk Pick up with County Waste. Jeff wanted to know what the specific times will be, Susan took action to contact County Waste and add specific times to the flyer that will be emailed to the community
- **President Report:** No report
- **VP Report:** No Report
- **Treasurer Report:** Robert reported that everything looks in line in the January financials and looking forward to Feb assessments.
- **Secretary Report:** Jeff informed the board that the monthly newsletter will include the following updates discussed in the meeting.: Pool furniture replacement, Pool replastering, bulk trash pick-up and the construction on 29... closing of Hollymead and 29. Jeff also informed Susan that he will add the email addresses that she sent to him to include the new contacts in this newsletter.
- **Unfinished Business:** No unfinished business to report.
- **New Business:** The board informed Susan that they would like to send a violation notice to the owners of 1660 Goldentree Place to get tree that was cut down cleaned up and requested thirty days timeline to remove. Susan took action send a notice.
- **Management Action Item Review:**

Action Item: Susan took action to contact the website designer and make the necessary requests to revise the liability to include some responsibility of the web designer.

Action Item: Susan took action to contact County Waste and add specific times to the flyer that will be emailed to the community for the bulk spring pick up scheduled for 4/8/2017

Action Item: Susan took action send a violation notice 1160 Goldentree Place to have the tree remnants from a tree that was cut down removed from the property.

Action Item: Susan took action to review the documents with Condocerts and ensure that there is pool registration information listed with all resale documents.

Action Item: David took action to have the 2017 pool management contract presented from Douglas Aquatics with the requested revisions reviewed by the associations attorney.

Action Item: Jeff took action to contact Signature Pools and request the price per square foot if the proposed work is over the 50 square foot listed in their proposal.

MOTIONS:

Procedural Motion: David makes motion to approve the January 2017 meeting minutes. Jeff seconds

6 in favor / 0 opposed / 0 abstentions. Motion Passed

Procedural Motion: David makes motion to approve the meeting Agenda. Jeff seconds

6 in favor / 0 opposed / 0 abstentions. Motion Passed

Procedural Motion: David makes motion to Motion from the pool committee on the table to approve \$10,500.00 to restrap/ and order new umbrellas. Robert seconds

6 in favor / 0 opposed / 0 abstentions. Motion Passed

Procedural Motion: Jeff makes a motion to approve the pool committee to spend \$56,479.00 pending the legal review of the proposal is acceptable to Ryan from the legal committee. Ryan seconds

6 in favor / 0 opposed / 1 abstentions. Motion Passed

Procedural Motion: David makes motion to go into executive session. Jeff seconds

6 in favor / 0 opposed / 0 abstentions. Motion Passed

Procedural Motion: David makes motion to adjourn meeting at 8:45pm. Jeff seconds.

6 in favor / 0 opposed / 0 abstentions. Motion Passed

X _____ Paul Moruza	X _____ Vacant	X _____ Robert Mullinax
X _____ Jeff Dixon	X _____ David Pedrick	X _____ Dennis Collins
X _____ Greg Burroughs	X _____ Wes Kidd	X _____ Ryan Rakness

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Greg Burroughs	x		<input type="checkbox"/>
Wes Kidd		x	<input type="checkbox"/>
Jeff Dixon	x		
Ryan Rakness	x		<input type="checkbox"/>
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Member Comments:

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Action Item: Website registration developer: Pool committee makes a motion to approve Developer registration pending an agreement that has the committee actively involved- David/ Greg

Action Item: Peace Lutheran Donation: The board made a motion to donate \$1200.00 for the use of the church space in 2016 and also to set up four checks a year—quarterly to donate for 2017.

MOTIONS:

Procedural Motion: David makes motion to approve the December 2016 meeting minutes. Greg seconds

7 in favor / 0 opposed / 0 abstentions. Motion Passed

Procedural Motion: David makes motion to approve the meeting Agenda. Greg seconds

7 in favor / 0 opposed / 0 abstentions. Motion

Passed

Procedural Motion: David makes motion to approve the pool registration website pending language is added to the proposal that includes the pool committee's knowledge of any added upgrades that will cost the association

7 in favor / 0 opposed / 0 abstentions. Motion Passed

Procedural Motion: Paul makes motion to donate \$1,200.00 to Peace Lutheran Church for the use of meeting space for 2016 and to have Susan set up four quarterly payments that equal \$1,200.00 for 2017.

6 in favor / 0 opposed / 1 abstentions. Motion Passed

Procedural Motion: David makes motion to go into executive session. Greg seconds

7 in favor / 0 opposed / 0 abstentions. Motion Passed

Procedural Motion: David makes motion to adjourn meeting at 9:pm. Jeff seconds.


7 in favor / 0 opposed / 0 abstentions. Motion Passed

X _____
Paul Moruza

X _____
Tim Leroux

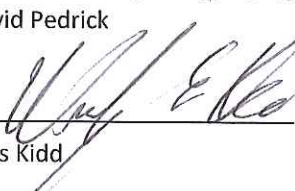
X 
Robert Mullinax

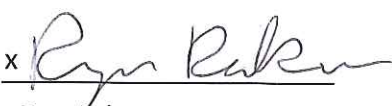
X 
Jeff Dixon

X 
David Pedrick

X 
Dennis Collins

X _____
Greg Burroughs

X 
Wes Kidd

X 
Ryan Rakness

Hollymead Board of Directors Meeting Minutes

For April 11,, 2016

Subject: Board of Directors Meeting
Date: March 14th, 2016
Time: 7:00 p.m. – 9:00 p.m.
Location: Peace Lutheran
Presiding Officer: Paul Moruza
Recording Officer: Susan Miller
Quorum: Yes
Have these minutes been approved? No
Est. Membership in Attendance: 7
Guests:

Director / Manager	Present	Absent (Excused)	Absent (Unexcused)
Paul Moruza	x		<input type="checkbox"/>
Tim Leroux	x		<input type="checkbox"/>
Robert Mullinax	x		<input type="checkbox"/>
David Pedrick	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Brian Drake	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Greg Burroughs	x		<input type="checkbox"/>
Wes Kidd		x	<input type="checkbox"/>
Ryan Rakness	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Susan Miller	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Member Comments:

- Sommer Chase pond/ lake still be cut and not keeping the 10 feet to eliminate geese
- Sommer Chase pond polluted with trash and garbage
- Big lake fishing quality has gone down, grass carp has decimated the weeds and the natural grass that grows around the lake

DISCUSSIONS:

- Grounds Committee: Luke Marshall- sig zag path to pond/lake to help eliminate geese, playground... Luke put down wrong mulch, drainage issue by pool,
- Activities Report: yard sale
- Pool Committee: Signed contract with Swim Club Management and reviewed punch list of repairs suggested by committee and SCM.
- Legal Committee Report: No date given, nothing has changed since last meeting. Ryan suggest that a date may be selected by next meeting.
- Nominations Committee: Condo Owner> John Rallston
- Annual Meeting planned of April 11th 2016

MOTIONS:

Procedural Motion: David makes motion to approve the agenda. Greg seconds.

7 in favor / 0 opposed / 0 abstentions. Motion Passed.

Procedural Motion: David makes motion to approve the February 2016 meeting minutes. Greg seconds

7 in favor / 0 opposed / 0 abstentions. Motion Passed

Procedural Motion: Tim makes a motion to approve suggested pool repairs based on the actual proposal numbers being \$16k Brian Seconds

7 in favor / 0 opposed / 0 abstentions. Motion Passed

Procedural Motion: David makes motion to go into executive session Greg seconds

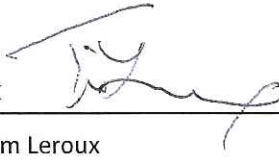
7 in favor / 0 opposed / 0 abstentions. Motion Passed

Procedural Motion: David makes motion to adjourn meeting at 9:17pm. Greg seconds.

7 in favor / 0 opposed / 0 abstentions. Motion Passed

X 

Paul Moruza


X 

Tim Leroux


X 

Robert Mullinax

X _____
Barbara Kittel

X 


David Pedrick

X 

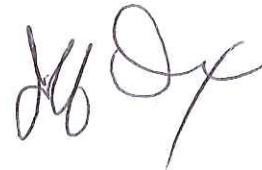
Brian Drake

X _____
Greg Burroughs

X _____
Wes Kidd

X 

Ryan Rakness





• Hollymead Board of Directors Meeting Minutes
For May 8th, 2017

Subject: Board of Directors Meeting
Date: April 10th, 2017
Time: 7:00 p.m. – 9:00 p.m.
Location: Peace Lutheran Church
Presiding Officer: Paul Moruza
Recording Officer: Susan Miller
Quorum: Yes
Have these minutes been approved? No
Est. Membership in Attendance: 1
Guests: 0

Director / Manager	Present	Absent (Excused)	Absent (Unexcused)
Paul Moruza	x		
Robert Mullinax		☒	☐
David Pedrick	x		☐
Dennis Collins	X		☐
Greg Burroughs	x		☐
Wes Kidd	x		☐
Jeff Dixon	x		
Ryan Rakness	x		☐
Susan Miller	x		☐

Member Comments:

- Anna requested to be added for HOA communications: Annama88@yahoo.com and Annama88@gmail.com

DISCUSSIONS:

- **Architectural Committee Report:** 1599 Broad Crossing Road- enclosed front porch- Wes informed the board that there was additional information that was needed for this request.
- **Activities Report:** neighborhood yard sale- Scheduled for June 10th 2017.
- **Grounds Committee Report:**
 - Maintenance Request # 2635912- Fence by pool
 - Maintenance Request # 2638579 1795 Tinkers Cove- The board is not taking any action on this request.
 - Maintenance Request# 26392563- Trimming along walking path and large old tree dropping branches_ this has been taken care by Sparrows.
 - Maintenance Request # 2672134- Drainage issue by 1785 Easy Lane
 - Landscaping needs by pool: Grounds committee made a motion to recommend WA Wells to do the work they sent a proposal for with the cost of \$7,600.00- All in favor
- **Legal Committee Report:** Move to executive session
- **Nominations report:** Motion to appoint Bill McLaughlin the board until he can be voted in at the next meeting

- **Pool Committee Report:**
 - Resurfacing: some items have been discovered with Signature Pools that will be done. The motor on the pump system needs to be replaced \$6,500.00 cannot fill the water into the pool when they are ready to fill without the motor. Cast iron also busted and replaced with fiberglass next year. Signature Pools during the resurfacing found hallow spots over 100... only contracted proposal covers up to 50. Jeff is meeting with him tomorrow. \$250.00 an hour to fix the additional hallow spots. David suggest meeting with Jeff and Signature Pools and translate the \$250.00 per hour to square feet Motion from pool committee to approve the additional work proposal from Signature. Seconded by Greg
 - Expansion Joints: received three bids the pool committee made a motion to approve the Old World Carpentry proposal - tear out the plastic feel right skilled carpenter. Seconded by Greg, all in favor \$5000.00
 - Pool Management Contract: Pool Management Contract- David sent the revision 3/28/2017... requested to meet with Douglas and pool committee to come to an agreement.
- **Strategic Planning Committee:** David gave a brief update on the paving paths.
- **Trash Committee:** Bulk pick was on April 8th and the HOA received no complaints.
- **President Report:** No report
- **VP Report:** No Report
- **Treasurer Report:** No report
- **Secretary Report:** Items to add to mailchimp communication: yard sale; annual meeting; pool work being updated and the new pool furniture. Fence by tot lot and paving.
- **Unfinished Business:** 1067 Somer Chase – tree please identify the tree with a ribbon
- **New Business:** D&D not mowing by Somer Chase pond
- **Management Action Item Review:**
 - Action Item:** Susan took action to follow up on 1599 Arc Application and resend to Arch Committee
 - Action Item:** Susan took action: place add in Daily Progress/ Craigs List/ Garage Sale free post. And get quote for banner to be posted along N Hollymead Drive.
 - Action Item:** Susan to action to contact county to identify ownership and if responsibility belongs to the HOA Susan will contact D & D to maintain.
 - Action Item:** Susan took action to contact D&D and Sparrows to quote the tree behind 1067 Somer Chase
 - Action Item:** Susan took action to contact DD to ensure they are cutting grass by Somer chase pond.

MOTIONS:

Procedural Motion: Jeff makes motion to approve the meeting Agenda. David seconds

7 in favor / 0 opposed / 0 abstentions. MotionPassed

Procedural Motion: Jeff makes motion to approve the March minutes. David seconds

7 in favor / 0 opposed / 0 abstentions. MotionPassed

Procedural Motion: Jeff makes motion to approve the February minutes. David seconds

7 in favor / 0 opposed / 0 abstentions. Motion Passed

Procedural Motion: David makes motion to approve the additional Signature Pool proposal to have the additional pops be resurfaced. Seconded by Greg

7 in favor / 0 opposed / 0 abstentions. Motion Passed

Procedural Motion: Jeff makes motion to approve the Old World Carpentry proposal to repair the expansion joints at the pool. Seconded by Greg

Procedural Motion: David makes motion to go into executive session at 8:45pm. Jeff seconds

7 in favor / 0 opposed / 0 abstentions. Motion Passed

Procedural Motion: David makes motion to adjourn meeting at 9:01pm. Jeff seconds.

5 in favor / 0 opposed / 0 abstentions. Motion Passed

X

Paul Moruza

X

William McLaughlin

X

Robert Mullinax

X

Jeff Dixon

X

David Pedrick

X

Dennis Collins

X

Greg Burroughs

X

Wes Kidd

X

Ryan Rakness

• Hollymead Board of Directors Meeting Minutes
For June 12th, 2017

Subject: Board of Directors Meeting
Date: May 8th, 2017
Time: 7:00 p.m. – 9:00 p.m.
Location: Peace Lutheran Church
Presiding Officer: Paul Moruza
Recording Officer: Susan Miller
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Greg Burroughs	x		<input type="checkbox"/>
Wes Kidd		x	<input type="checkbox"/>
Jeff Dixon	x		
Ryan Rakness	x		<input type="checkbox"/>
Susan Miller	x		<input type="checkbox"/>

Called to Order:

7:58pm

Member Comments:

Somer Chase Beginning June near Rubin Lane will be landscaped and will be improved / looking to get approval from county to add Somer Chase sign to the website.

Activites Report:

Yard Sale sign- has been ordered and will be placed along N Hollymead Drive

ARC Report:

The architectural review board recommended approval for 1575 Poes Lane- requesting to replace the exterior siding on the home.

Grounds Report:

The grounds committee reports several work order request have been received concerning trees and drainage issues. All are being reviewed currently and will take action as needed. 2638579; 2672134; 2695509; 2696107; 2695293

The committee also reported that the pool drainage work from WA Wells: is being pushed until mid-august: Greg asked if can we have D&D clean the gravel by the open area by the fence at the pool and near town homes.

The grounds committee also noted that the tree that was cut down at 1660 Goldentree as still there and has not been cleaned up. The committee suggested sending the 2nd violation letter however Greg informed the board that he will knock on door and inquire with homeowner and requested that management hold off on sending the letter until hearing from Greg.

Nominations Committee:

Assigning officer positions: Greg motions to keep three officers in current positions Jeff seconds.

Pool Committee:

Pool Management Contract- Douglas Aquatics- the contract has been presented to the attorney and has finalized the agreement Ratify- motion to ratify the pool contract electronic vote-Greg motions and Jeff second. Continue to make changes for next year. The agreement that went back in front of them: indemnifications and liability they want to say it's all of ours. They may come back and agree. Forest Lakes has been very happy with them.

Expansion joints: In progress Jens Old World Carpentry will be out on Wednesday. We may hold off on staining the joints. Takes time to dry. Six months wait to treat treated wood... hold off until after the season.

Resurfacing: 95% complete on getting- step disintegrated when they took the plaster off... do we pay more? Jeff is still gathering the information. Greg feels like Jeff has done a good job at communicating with Signature Pools- filled with water on 5/21/2017- Cannot work on raining days. Possibly not open on Memorial Day? Pool Committee...will come up with a plan.

Plan a opening pool activity. Additional event.

Pool furniture delivered this Thursday restraped and refinished. Umbrellas- pergola? Easily a 6k job.

Pool Membership income update: \$17,339.00 as of 5/8/2017 Have total memberships for next meeting

PTO pool management company will have-to let them know.

Douglas Aquatics- swim lessons- they will provide lessons. Add to website once everything is finalized.

Strategic Planning Committee:

Update Roger Robertson – respond to Dave Lockledge- contact- trying to find out if they have plans to redo the county corner of Hollymead /Powell falls on right of way that we thought was ours turns out it is county right of way.

Trash Committee:

Email holiday schedule to the community

Treasurer Report:

No report

Sectary Report:

Jeff wanted to request the guidelines of having signs in the neighborhood, pool, yard sale pool furniture to be included in the mailchimp communication.

Unfinished Business:

Nothing to report

New Business:

Bill looking at the docks on the ponds: some are probably a hazard. Easy Lane flooding:

Management Report

Susan updated the board with the current open actions and the recap of the ones taken down during the meeting.

Motions to adjournment meeting- 9:24pm

MOTIONS:

Procedural Motion: Jeff makes motion to approve the meeting Agenda. David seconds

6 in favor / 0 opposed / 0 abstentions. MotionPassed

Procedural Motion: Jeff makes motion to approve the March Minutes. David seconds

6 in favor / 0 opposed / 0 abstentions. Motion Passed

Procedural Motion: Jeff makes motion to approve the April minutes. David seconds

6 in favor / 0 opposed / 0 abstentions. Motion Passed

Procedural Motion: Greg makes motion to table the drainage work awarded to WA Wells until mid August

Seconded by Dave

5 in favor / 0 opposed / 0 abstentions. Motion Passed

Procedural Motion: Greg makes motion to approve the pool committee to purchase new umbrellas and approved the amount to spend is \$1274.58. Seconded by Jeff

Procedural Motion: Greg makes motion to assign David Pedrick as Vice President of the board, Jeff seconds

5 in favor / 0 opposed / 1 abstentions. Motion Passed

Procedural Motion: David makes motion to adjourn meeting at 9:24pm. Jeff seconds.

5 in favor / 0 opposed / 0 abstentions. Motion Passed

X

Paul Moruza

X

William McLaughlin

X

Robert Mullinax

X

Jeff Dixon

X

David Pedrick

X

Dennis Collins

X

Greg Burroughs

X

Ryan Rakness

X

- Hollymead Board of Directors Meeting Minutes
For July 10th, 2017

Subject: Board of Directors Meeting
Date: June 12th, 2017
Time: 7:00 p.m. – 9:00 p.m.
Location: Peace Lutheran Church
Presiding Officer: Paul Moruza
Recording Officer: Susan Miller
Quorum: Yes
Have these minutes been approved? No
Est. Membership in Attendance: 1
Guests: 0

Director / Manager	Present	Absent (Excused)	Absent (Unexcused)
Paul Moruza	x		
Robert Mullinax	x		<input checked="" type="checkbox"/>
David Pedrick	x		<input type="checkbox"/>
Dennis Collins	X		
Greg Burroughs	x		<input type="checkbox"/>
Bill Mclaughlin	x		
Jeff Dixon		<input checked="" type="checkbox"/>	
Ryan Rakness			<input checked="" type="checkbox"/>
Susan Miller	x		<input type="checkbox"/>

Called to Order:

7:05pm

Member Comments:

Dan Harper attended the meeting and informed the board that he is interested in helping the board.

Joy thanked the board for taking care of the landscaping by the Hollymead sign, also mentioned that there are five or six dead or dying trees along N Hollymead Dr. on State Farm land requesting the board to write a letter to request State Farm to take care of the trees. Also brought up her displeasure about the swim lessons and the length of time it took to get the dead tree cleaned up behind 1067 Somer Chase

Activites Report:

Yard Sale: Greg said that it went ok however suggested to send out an email blast several months in advance.

Silver Thatch: Paul asked the Activities committee on an update regarding the neighborhood party the board spoke about several months ago. Dennis stated that he thought the Silver Thatch closed. The board informed him that the Silver Thatch was open

The architectural review board recommended approval for 1575 Poes Lane- requesting to replace the exterior siding on the home.

Grounds Report:

Greg suggested to keep organized that management send email with action updates after the meeting.

Greg asked Susan to the county contact information to the owner who submitted work order number:

Greg asked Susan to add the WA Wells work to the grounds list since WA is going to start on work by the pool in mid-August.

D&D Walking Trails/ Corner Powell/ Hollymead Drive- poison ivy and nature trails dead tree on upper loop part behind Golden Tree.

Nominations Committee:

Motion was made by David to appoint Daniel Harper to fill Wes's vacancy Seconded by Greg, All in favor.

Pool Committee:

Signed Pool Management Contract with Douglas- got three of the four of the liability requested. All furniture has been delivered- ADA table ordered – company sent a regular table and added three new umbrellas.

Expansion joints are complete on 95% of the pool deck.

Resurfacing done- looks and feels great

35 days to go until we can add salt- Signature Agreement

Swim team hiccups- Carrie Sypers joined the pool committee.... Starting blocks were not put in immediately and we add Douglas Aquatics put them in.

Manager- tore his ACL there are policies and procedures in place. Neill is onsite three days a week. Seeking a seasonal fulltime position.

David suggests an educational campaign around salt systems.

No concessions- swim team used to staff the shack and last year's pool management company handled it. Douglas doesn't want to take it.

Incident reports will be sent to us within 24 hours.

Currently the ADA lift is not working properly ... Douglas ordered a new battery and charger to possibly get it fixed.

Swim lessons- Douglas Aquatics website- swim team coaches to take on lesson in the mornings.

Swim meets- Dates? And pool parties.... Communicate in Jeff's newsletter about the swim team dates.

Take life guard signs down

Strategic Planning Committee:

County contact.... Less than polite response... need to find out if they have any plans to do any paving or we will do it? Paving on hold.... Go ahead and do the path to the playground from the parking lot to the pool and playground....5ft path....brown crusher rock.

Treasurer Report:

No report

Secretary Report:

No report

Unfinished Business:

Nothing to report

New Business:

Bill looking at the docks on the ponds: some are probably a hazard. Easy Lane flooding:

Management Report

Susan updated the board with the current open actions and the recap of the new actions she took own during the meeting.

Motions to adjournment meeting- 9:24pm

MOTIONS:

Procedural Motion: David makes motion to approve the meeting Agenda. Greg seconds

6 in favor / 0 opposed / 0 abstentions. MotionPassed

Procedural Motion: David makes motion to approve the May Minutes. Greg seconds

6 in favor / 0 opposed / 0 abstentions. MotionPassed

Procedural Motion: David makes motion to appoint Dan Harper to fill board vacancy, Greg seconds

6 in favor / 0 opposed / 0 abstentions. MotionPassed

Procedural Motion: David makes motion to adjourn meeting at 9:24pm. Jeff seconds.

5 in favor / 0 opposed / 0 abstentions. Motion Passed

X _____

Paul Moruza

X _____

William McLaughlin

X _____

Robert Mullinax

X _____

Jeff Dixon

X _____

David Pedrick

X _____

Dennis Collins

X _____

Greg Burroughs

X _____

Ryan Rakness

X _____

• Hollymead Board of Directors Meeting Minutes
For September 11th, 2017

Subject: Board of Directors Meeting
Date: August 14th, 2017
Time: 7:00 p.m. – 9:00 p.m.
Location: Peace Lutheran Church
Presiding Officer: Paul Moruza
Recording Officer: Susan Miller
Quorum: Yes
Have these minutes been approved? No
Est. Membership in Attendance: 1
Guests: 0

Director / Manager	Present	Absent (Excused)	Absent (Unexcused)
Paul Moruza	x		
Robert Mullinax	x		
David Pedrick	x		
Dennis Collins	x		
Greg Burroughs		x	
Jeff Dixon		<input checked="" type="checkbox"/>	
Ryan Rakness			x
Daniel Harper	x		
Bill McLaugglin	x		

Called to Order: 6:58pm

Member Comments: Laura Poole Sentry management in attendance Joy: Pool Questions: nats along the surface of the water. Party at pool David states there was a mistake that the guards were informed that this was a mistake and communicated with Douglas. Drainage, two work orders take out dead shrubs... trees concerned by power lines. John Coppi: owner, pool member, life guard, swim team: Douglas is doing a much better job. Concerns regarding pool management contract. Pool management company should be providing its guards better training. No communication / schedules not timely. Safety concerns. Salt is not going to happen this year. Because when resurfacing pool needed to cure.

Action: Write a letter to owners of State Farm property management company if it hasn't already.

Action get pricing for Board Training

Management Report: Pull from report- Bill asked who decided the board training> how we are not functioning as a board. David explained where this was from:

Activites Report: No report

ARC Report: 1590 Redwing _not approved

1867 Tinkers Cove -Approved -Siding 2766 Powell Creek Drive -Shed-Approved 1547 Broad Crossing- Approved

Action: Check on 1740 Easy Lane send a letter structural changes/ Wang

Action: executive summary regarding arc application resale documents

Action: email regarding steps to apply for architectural modifications. Send out via Bill from Architectural Control Committee.

Grounds Report: Greg noticing a lot of debris laying around on peoples yards. Dennis mentioned the issue that the County Waste will pick up limited – leaf bags?

waste. Tinkers Cove overgrowth- strip of common property that leads down to damn.

Action: finalize WA Wells can meet any time at 8am to discuss the overgrowth issues.

Scheduled Sparrows on same day. Earth & Damn

Action 1785 & 1795 Easy Lane- County Plat to determine property lines.

Action- send recap of actions to Paul and Greg

Action- write letter community regarding the work will be done at the pool – drainage work from WA Wells.

Nominations Committee: No report

Pool Committee: Salt will not be added until next year. Memberships- up over last year. And Non-resident membership is down over last year. Get creative with marketing.

Action: separate budget for pool when drafting the budget.

Strategic Planning Committee: back and forth with Roger Roberson- board already approved for walking paths.

Trash Committee: No report

Action: Country Waste Contact to Greg

President Report: No report

VP Report: No report

Treasurer Report: Non-resident pool pass income is down_ Resident income is above last year.

Greg questioned the grounds income

Sectary Report: No report

Unfinished Business: no unfinished business

New Business: no new business

Motions to adjournment meeting into ES for the purposes of collections.

Action: Follow up with a statement from Michael Chadwick regarding a general statement regarding pool incident on 7/24/2017.

David asked Laura regarding what the board should expect from Susan as the community manager. Laura said that she will look at the purchasing policy and see what we can draft to give the manager authority to get things done quicker.

MOTIONS:

Procedural Motion: David makes motion to approve the meeting Agenda. Greg seconds

7 in favor / 0 opposed / 0 abstentions. Motion Passed

Procedural Motion: David makes motion to approve the July Minutes. Greg seconds

7 in favor / 0 opposed / 0 abstentions. Motion Passed

Procedural Motion: David makes motion to adjourn meeting to executive session for the discussion of collections at 8:25 pm. Greg seconds.

7 in favor / 0 opposed / 0 abstentions. Motion Passed

Procedural Motion: David makes motion to adjourn executive session at 8:30 pm. Greg seconds.

7 in favor / 0 opposed / 0 abstentions. Motion Passed

Procedural Motion: David makes motion to adjourn meeting at 8:45pm. Greg seconds.

7 in favor / 0 opposed / 0 abstentions. Motion Passed

X

Paul Moruza

X

William McLaughlin

X

Robert Mullinax

X

Jeff Dixon

X

David Pedrick

X

Dennis Collins

X

Greg Burroughs

X

Ryan Rakness

X

Dan Harper

• Hollymead Board of Directors Meeting Minutes
For November 13th 2017

Subject: Board of Directors Meeting
Date: October 23rd, 2017
Time: 7:00 p.m. – 9:00 p.m.
Location: Peace Lutheran Church
Presiding Officer: Paul Moruza
Recording Officer: Susan Miller
Quorum: Yes
Have these minutes been approved? No
Est. Membership in Attendance: 1
Guests: 0

Director / Manager	Present	Absent (Excused)	Absent (Unexcused)
Paul Moruza	x		
Robert Mullinax	x		
David Pedrick	x		
Dennis Collins		x	
Greg Burroughs	x		
Jeff Dixon	x		
Ryan Rakness		☒	
Daniel Harper	x		
Bill McLaughlin	x		

Called to Order: 7:00 pm

Member Comments:

Joy- Somer Chase sign landscaped. Pool.

Action Follow up with DD regarding the 11 dead shrubs by N & S Hollymead and the three trees one dead dogwood and new ones planted? Watered the WA work big thanks to Joy and her husband. DD Lawn shall they wait because of the drought? Wait until spring?

Management Report:

Financial Update: Susan provided the board with an update on operating balance \$112,223.42 and reserve balance\$469,203.95 as of 10/23/2017.

2018 Draft Budget: Susan presented the draft budget.

Reserve Study: Lake- the pond and the overflow pond recommend that we need to remove pond sediment every 30 years. Recommended to keep 3700 square yards every 30 years cost 2021 in \$246,400.00

Action- Contact Reserve Advisor is this half the cost of the lake because its shared? Jeff suggests getting a survey and share the cost of the survey with Forest Lakes. Paul asks the board to review the new study so that if we have questions we can go back to the engineer.

Strategic Planning:

Board Training: The board selected the board training Monday Nov. 6th 2017.

Action: Contact Chadwick and informed agreement will you have time to review the documents

Tax & Audit Prep Engagement 2017 & 2018: Kahline motion Robert/ Bill

Sentry SMILES:

President Report- Nothing to report however Paul apologizes for missing the last minute.

VP Report- nothing to report

Treasurer Report: 2018 Draft Budget- Robert asked if everyone has had a chance to review the draft budget that Susan sent out. Aquatic Plantings around the ponds to mitigate the geese and to add split rail fence. Anything that is 12 inches high geese will control the geese. Pool bathhouse repairs take the 20,000.00 and divide out.

Action is look COA 4162 Swim Team why are be budgeting 2500.00 and not 1500.00-

Action: Get with Entela and Chadwick on where the legal fees come back and can they be seen.

Legal collection where is the revenue located as far as income add line for legal income.

Working draft budget: Bill raised questions on why there was a lower expense . **Hollymead quarterly dues will be going up in 2018 due to the garbage contract going up 6k Motion to approve the 2018 draft budget Greg/ Dave**

Secretary Report: last email went out a few weeks ago... including in the new notice going out: adding the parking lot upgrade and Sentry SMILES and add the board training

Activites Report: nothing to report

ARC Report: The arc committee approved two architectural modification applications: 1735 Easy approved and 1665 Goldentree approved on 9/18/2017. Bill also informed the board that he has requested that the scouts project that needs to submit an architectural application before building the little library Bill informed management that he requested the images for the 1880 Tinkers application.

Action: Susan took action to follow up on the 1880 Tinkers Cove application.

Grounds Report: WA Wells parking lot job at the pool that was put in on 10/23/2017- water will run into an 18 -inch pipe and won't go into the sidewalk. We needed the electronic vote Extra money that was spent was because they took the extra dirt and the curb was gone and for tar and gravel. Fixed the drainage issue. Greg contacted VA Asphalt to determine how long does it take to for the side walk to cure? Online search says about 30 days. Thanks to Tony Pag for watering. Handicap Ratify the vote for VA Asphalt Dave/Bill.

Action: Talk to DD Lawn about regularly cleaning out the grate by the end of the pool that's near the top of the parking lot. This needs to be routinely cleaned. Take off the grate and clean out regularly. Get the parking lot paved to talk about paving this lot. Robert states that this is on the reserve study for next year.

Action: work on getting proposals for paving the parking lot find out when it is more affordable to pave the parking lot. Greg will talk to Nick from VA Asphalt to pave the lot and has requested a proposal from VA Asphalt.

Action: send email blast to community about staying off the curb.

Action: follow up with DD to determine the plantings by the pool. Hold off on any work by the mulch /pool.

Action: Hollymead Drive/ Powel Creek Hollys need to be cut back ASAP.

Action: Overgrowth on the dams/ pond. Add to my weekly visit. Remove the root structure.

Legal Committee- Nothing to report

Nominations Committee: nothing to report

Pool Committee: Management software- ESoft Planner- winterization of the pool caused water to over flow into the bathrooms and have Neill come out and check after the watering is complete. Ray Gaines would like to provide an arc opinion on the pergola.

Action- have Douglas come back out and winterize the lines on Sunday 10/29/2017.

Strategic Planning Committee:

Trash Committee: nothing to report

Unfinished Business: nothing to report

New Business: Jeff informed the board that a resident spoke with him about a tree on Easy lane in the common area that is dead stick tree send Paul reminded the board to have residents submit their concerns through maintenance request on the Hollymead website and mark the tree. Paul suggest a donation of \$150.00 to be paid to the Silver Thatch for use of their space

MOTIONS:

Procedural Motion: Greg makes motion to approve the meeting Agenda Bill seconds

7 in favor / 0 opposed / 0 abstentions. Motion Passed

Procedural Motion: Greg makes motion to approve the September Minutes. Bill seconds

7 in favor / 0 opposed / 0 abstentions. Motion Passed

Procedural Motion: Robert makes motion to approve the 2017 & 2018 Audit and Tax Prep Engagement from Kahline CPA Bill Seconds

7 in favor / 0 opposed / 0 abstentions. Motion Passed

Procedural Motion: Greg makes motion to ratify the electronic vote for the VA Asphalt proposed for the drainage work at the pool. Dave seconds

7 in favor / 0 opposed / 0 abstentions. Motion Passed

Procedural Motion: Dave makes motion to donate \$150.00 to The Silver Thatch for use of their facility. Greg seconds

7 in favor / 0 opposed / 0 abstentions. Motion Passed

Procedural Motion: Greg makes motion to approve the 2018 draft budget upon review of income lines: swim team and legal collections. Dave seconds

7 in favor / 0 opposed / 0 abstentions. Motion Passed

Procedural Motion: Dave makes motion to adjourn meeting to executive session for the discussion of collections at 9:19pm, Greg seconds

7 in favor / 0 opposed / 0 abstentions. Motion Passed

Procedural Motion: Dave makes motion to adjourn executive session at 9:22pm. Greg seconds.

7 in favor / 0 opposed / 0 abstentions. Motion Passed

Procedural Motion: Dave makes motion to adjourn meeting at 9:24 pm. Greg seconds.

7 in favor / 0 opposed / 0 abstentions. Motion Passed

X

Paul Moruza

X

William McLaughlin

X

Robert Mullinax

X

Jeff Dixon

X

David Pedrick

X

Dennis Collins

X

Greg Burroughs

X

Ryan Rakness

X

Dan Harper

• Hollymead Board of Directors Meeting Minutes

For January 9th, 2016

Subject: Board of Directors Meeting
Date: December 12th, 2016
Time: 7:00 p.m. – 9:00 p.m.
Location: Peace Lutheran Church
Presiding Officer: Paul Moruza
Recording Officer: Susan Miller
Quorum: Yes
Have these minutes been approved? No
Est. Membership in Attendance: 7
Guests: 0

Director / Manager	Present	Absent (Excused)	Absent (Unexcused)
Paul Moruza	x		
Tim Leroux		x	<input type="checkbox"/>
Robert Mullinax	x		<input type="checkbox"/>
David Pedrick	x		<input type="checkbox"/>
Dennis Collins	x		<input type="checkbox"/>
Greg Burroughs	x		<input type="checkbox"/>
Wes Kidd	x		<input type="checkbox"/>
Jeff Dixon	x		
Ryan Rakness		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Susan Miller	x	<input type="checkbox"/>	<input type="checkbox"/>

Member Comments:

- No members in attendance

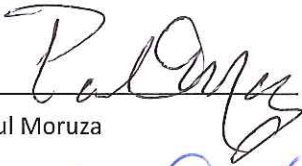
DISCUSSIONS:

- Board member Dennis Collins asked Susan to take action to update the minutes signing page with his name and remove Brian Drake.
- Activities Report: he board suggested that the next thing to discuss with activities is the yard sale that will be in April 2017
- Arc Report : Susan sent violation 1610 Maiden Lane for not submitting approval from the architectural review board. The board suggests that the garage belongs to 1630 not 1610. Susan took action to follow up.
- Grounds Report: Van Yahres awarded the proposal that they submitted estimating the cost of this project to be \$650.00- \$700.00 for stump and grind at the tree that was removed by the Rameriz's home. Susan took action to contact Van Yahres to get this scheduled.
- Grounds Report: Greg requested to have Susan send an email reminder to Greg regarding the Earth and Dam area between Easy Lane and Tinkers Cove.
- Grounds Report: The committee informed the board that D&DLawn Care submitted an estimate to remove the dead pine across from the Silver Thatch to include the stump and grind for the amount of \$475.00
- Grounds Report: the committee also informed the board that D&D Lawn Care will be completing the playground mulch work with certified playground wood chips by the end of next week.
- Grounds Report: the committee also asked Susan to remind D&D Lawn Care to pick up the left over wood expansion joints from the pool work that was left from Swim Club Management.
- Nominations: Paul suggested that the board start looking and speaking to community owners who may want to join the board. Greg asked Susan to take action to review minutes from September or October

7 in favor / 0 opposed / 0 abstentions. Motion Passed

Procedural Motion: David makes motion to adjourn meeting at 9:16pm. Jeff seconds.

7 in favor / 0 opposed / 0 abstentions. Motion Passed

X 
Paul Moruza

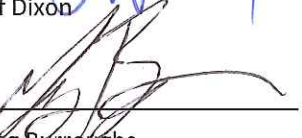
X _____
Tim Leroux

X 
Robert Mullinax


X 
Jeff Dixon

X 
David Pedrick

X 
Dennis Collins

X 
Greg Burroughs

X _____
Wes Kidd

X 
Ryan Rakness